

**THE CITY OF SALISBURY**  
HUMAN RESOURCES DEPARTMENT  
City Office Building  
132 North Main Street, 2<sup>nd</sup> Floor  
P. O. Box 479  
Salisbury, NC 28145-0479



## **EMPLOYMENT OPPORTUNITIES**

### **Account Clerk II (Payroll)**

*Your Career, Your Community*

As an Account Clerk II in the City of Salisbury, you can make a difference! The Financial Services Department is seeking motivated candidates who will perform responsibilities in a computerized environment. Main duties include but are not limited to processing biweekly and monthly payrolls for 450 employees and preparing all related reports and disbursements; preparing all monthly retirement reports and quarterly federal and state tax reports; helping with tasks related to the preparation and processing of the City's accounts payable disbursements; maintaining vendor files and reconciling outstanding check files. Join our team for a rewarding career that includes many benefits such as: 401K, Wellness Clinic, Insurance and more.

#### **Minimum Requirements:**

- High School diploma or equivalent required
- Education in accounting, clerical duties, or related field is desirable
- Experience in processing payroll and preparing federal and state quarterly tax reports preferred
- Experience in processing payroll using Munis is desirable
- Experience using computers, basic mathematical and 10-key calculators
- Must be able to perform job with limited supervision

**Closing Date: July 3, 2014**  
**Salary range: \$26,748.23 - \$36,602.84**

**Please apply online at [www.salisburync.gov/hr](http://www.salisburync.gov/hr)**

For questions please call/visit:

City of Salisbury Human Resources Department, City Office Building, 132 North Main Street, 2<sup>nd</sup> Floor. Phone: (704) 638-5217.

**The City of Salisbury prohibits discrimination on the basis of race, color, national origin, sex, veteran status, sexual orientation, religion, age or disability in employment or the provision of services.**

**The City of Salisbury is a Drug Free Workplace**  
**Job Opportunities Hotline: (704) 638-5355**